



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 22, 2001

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-70**

TO: All ISIS HR-Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Finalizing UPS Activity

OSUP has continued to process a limited number of transactions through the UPS Void and Supplemental process for activity which could not be handled through ISIS HR (i.e. the voiding of UPS checks, depositing and processing negative net supplementals, worker's compensation checks for periods paid through UPS, stop pays and voids/reissues of checks issued through UPS). After July 31, 2001, these transactions will no longer be handled through UPS. **It is imperative that any pending transactions that must be handled through UPS be completed by July 31, 2001.**

All agency requested payable balances must be processed or should have been identified on UPR/F16. Please refer to and/or assure that appropriate staff have reviewed OSUP Memo #2001-59 dated May 17, 2001. Your agency will be contacted on how to process pending garnishment deductions that have been identified on UPR/F16. These balances must be liquidated by July 31, 2001 also.

If there is a question as to whether or not something must be handled through UPS, please contact a member of the Wage and Tax Administration Unit immediately:

Rhonda Desselle	(225) 342-8928	Rachel Bryant	(225) 342-1651
Cindy McClure	(225) 342-1652	Andrea Hubbard	(225) 342-0715

JWC:RLD:kmb